

Summer 7-16-1975

Senate Meeting July 16, 1975

Academic Senate
Illinois State University

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ACADEMIC SENATE MINUTES

July 16, 1975

Volume VI, No. 17

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Meetings of the Academic Senate are open to members of the University community. Persons attending the meetings may participate in discussion with the consent of the Senate.

Persons desiring to bring items to the attention of the Senate may do so by contacting any member of the Senate.

Academic Senate Minutes

July 16, 1975

Volume VI, No. 17

Call to Order

Chairperson Quane called the meeting to order at 7:10 p.m. in Stevenson 401.

Roll Call

The Secretary called the roll, and a quorum was declared to be present.

Approval of Minutes

VI, 188

A motion (Hanrath, Boaz) to approve the minutes as distributed was approved unanimously by voice vote.

Chairperson's Remarks

The Chairperson stated that the next meeting was scheduled for August 6; however, this meeting may not be necessary. A notice will be sent out telling whether or not the meeting will be held.

Administrators' Remarks

President Budig read a memo which will be sent to the academic community in the morning mail. President Budig emphasized that in spite of the budget cut there is still a 6.4% increase over last year's budget and the percentage increase is the highest in the Regency System. President Budig stated that the Board of Regents will act on salary recommendations at a special meeting in Chicago on July 24.

Provost Horner congratulated the Chairperson of the Senate on the birth of his son. Provost Horner stated that he was honored to have been selected for this position and hoped that he could live up to the fine example set by his two predecessors. Provost Horner stated that a study comparing the continuing education area at ISU with other universities has been completed. Out of this study came a series of recommendations. At the appropriate time the changes will be brought through the appropriate Senate committees. Dr. Horner stated that the university would adopt a standard measuring unit, the "continuing education unit," to measure non-credit activities of the area. He stated that very shortly the reporting relationship for the area would be changed to a position parallel to that of the deans of the colleges.

President Budig stated that we have been very aggressive in the area of adult and continuing education enrollments which increased 100% last year. This year we are again up 40% over the 100% increase. The President stated that the University

feels strongly that there are many other things that we can and will be doing to increase the deployment of extension activities.

Remarks of the Student Association President

Ms. Holmberg announced that the Student Association was very pleased that they had been able to bring on board another legal attorney, Gary Johnson, who started work on July 1.

ACTION ITEMS:

1. Affirmative Action for Minorities Policy Statement

VI, 189

The Chairperson announced that a revised version of the policy statement had been distributed and was on the table. He stated that the revision consisted primarily of the deletion of the phrase "and women" whenever it occurred in the original version. A motion (Young, Budig) to approve the affirmative action for minorities policy statement was approved unanimously by voice vote.

2. Constitutional Amendment re Civil Service Representation on JUAC

VI, 190

The Chairperson stated that there was not a Constitutional majority present to vote on this amendment. A motion (Cohen, Morris) to table the item until a constitutional quorum is present was approved unanimously by voice vote.

3. Change in Status of Corrections Program from Program to Department

VI, 191

The Chairperson stated that the previous discussion of this item centered around two areas: first, is it a viable program; and second, is it a no-cost proposal? The Chairperson stated that he would attest to the program being a very viable one. He also stated that all of the facilities needed are presently available and that there would not be any extra expenses involved. A motion (Bernardi, Smith) to approve the change in status from program to department was made. Mr. Banks asked if this proposal considered the cost of additional administrative personnel acquired over time. The response was made that there is already clerical staff and a head of the program. Dr. Horner stated that he affirmed and continued to affirm that this will not be increased with the change in title. Mr. Rhodes asked if the principal reason for separate department was the difficulty with the APT procedures. The response was made that this is a primary consideration. Members of the Corrections Program must receive their appointment in another department. Mr. Rhodes asked if the problem is where they are located. He stated that if APT is the key factor then it has been suggested that we are setting a precedent where one solves APT problems by establishing a new department. Mr. Jacks stated that the problem was twofold. First, the faculty members are scattered among a number of departments. A faculty member is really in two departments with his rank in one department and his area of work in another. This dual nature weakens the faculty member's identification with the area in which he does his work. This would be the case whether the faculty members were all

in one department or in different departments, because the department affiliation would be different from the working affiliation. President Budig said that APT matters are one consideration. The viability of the program is also important. This is the fastest growing program at the University. It has had great success. The Program is making a statewide and national contribution. The area of corrections is one where there is a crying need. This institution is making a significant contribution. The change of designation is also a recognition of this program within the institution. Mr. Banks stated that there are two things which bother him. He stated that he is not opposed to the program but to the manner in which it has originated. He stated that we are already top heavy administratively. He stated that the University is putting far too low a percentage into instruction and are shortchanging the student because of low support for direct instruction. He saw this proposal as putting more administration on top of an already top-heavy administrative structure. He stated that if we are going to be consistent then we should jerk the elementary people out of Curriculum and Instruction. He stated that the elementary education program utilizes a large number of people from other departments in the core program. He stated that this seems to be an example which runs contrary to that used in the Corrections Program. Mr. Banks stated that he didn't have a full view of all of the problems here but the main difficulty is again in the APT business because at the present moment we do not have to have a permanent or regular contract. He stated that he had serious questions as to whether or not we should go in this direction. President Budig responded that the University has been very cautious in not being willing to come in several years ago with this proposal. We were waiting to be sure of the viability of the program. Dr. Budig stated that he has been given repeated assurances that this is not a matter of increasing commitment for administration of a program. It will be administered by the existing person within the program. It will be held at the existing level. We are not cutting into other funding. In the core program the individuals involved receive primary evaluation within that department; they remain tightly affiliated with the other department rather than with Curriculum and Instruction. The motion to approve the change in status was approved by voice vote with one "no" vote. (See the appendix of the Academic Senate Minutes of June 25, 1975, for the proposal.)

4. Academic Calendar, 1976-1977

VI, 192

A motion (Morris, Corrigan) to approve the academic calendar was made. Mr. Duty stated that he would like to take exception with the scheduling of spring break. He stated that he had looked up the Easter dates and the time from the end of Easter to the end of May. The time averages 5.1 weeks. He stated that Dean Belshe had said that one of the reasons for having spring break during the winter was to break up the time into nine weeks and nine weeks. He suggested that the break be changed to the week before Easter. Ms. Holmberg stated that she could not agree with changing the spring break without a lot of input. She stated that a lot of schools vary their spring breaks and sometimes have them before and sometimes after Easter. She stated that she would like to go on vacation with her family but there is no guarantee of when they have their break. To try to schedule our vacation with break means blend-

ing it with Bloomington-Normal schools which is not of much help to students. Mr. Henry stated that he does have children in the Unit 5 schools and cannot take vacations with them because the spring breaks do not coincide. He stated that he would like to see this changed. Mr. Banks stated that this was of local concern to both faculty and to students. He stated that there was also an instructional problem for student teachers and others participating in such programs. He stated that our vacation not coinciding with the schools' vacation periods means that the schools are not available for teaching experience for these students. He stated that there is no guarantee that changing our vacation period would make it coincide with all school districts but would at least lessen the probability that we will have a conflict locally. Mr. Rhodes stated that the conflicting vacation schedules also effect extension and continuing education courses. Ms. Chesebro suggested that we change the date of Easter vacation for the 1976-1977 year as our Bicentennial experiment. A motion (Duty, Chesebro) to amend the calendar to read "Spring break beginning at 5 p.m. on Friday, April 1. Classes resume 8 a.m. on Monday, April 11" was made. Ms. Upton stated that this might improve student attendance since students are in many cases taking Good Friday off anyway. Mr. Gremaud asked about the impact of scheduling the return on Easter Sunday; he suggested taking Monday off also. The motion to amend carried on a show of hands. The motion to approve the calendar as amended was approved. (See the appendix of the Academic Senate Minutes of June 25, 1975, for the Academic Calendar.)

VI, 193

5. Graduate School Bylaws

VI, 194

A motion (Rhodes, McMahan) to approve the Graduate School Bylaws as recommended by the Rules Committee to become effective immediately upon passage was made and approved.

Adjournment

VI, 195

There were no committee reports. There were no communications. A motion (Duty, Young) to adjourn was approved. The meeting adjourned at 7:55 p.m.

For the Academic Senate,

Robert D. Young, Secretary

General Policy Statement on Affirmative Action for Minorities at Illinois State University

Illinois State University is committed to an aggressive program of equal educational-employment opportunity and affirmative action for all members of the student body, faculty, administrative staff, and civil service staff, regardless of race, creed, color, sex, age*, or national origin. In addition to strictly adhering to all non-discriminatory laws and guidelines, the University is actively pursuing a comprehensive program of affirmative action to assure equal opportunities in every aspect of university life.

A. Policy Statement Regarding Employment Practices of Full-Time Teaching Faculty

A major objective of the affirmative action obligation is to broaden an institution's pool of applicants so that minorities will have an equal chance to be considered for employment.

In matters pertaining to promotion, transfer of duties, training, compensation, tenure, committee participation, termination, retirement, and all other employment practices, every effort will be made to ensure non-discrimination.

In order to be able to implement and monitor affirmative action steps, institutions must collect and analyze data on the race, sex, and ethnic identity of applicants for employment. Therefore, the Provost and Vice-President of the University, College Deans, Department Chairpersons, and Directors of various units, will be responsible for coordination of the affirmative action efforts in the various colleges and departments so that they remain consistent with the general policy statements on affirmative action.

B. Policy Statement Regarding Course Offerings and Course Content

Illinois State University is well aware of the problems involved in providing a fair and objective presentation of facts about racial minorities and minority viewpoints which have, historically, been omitted or given at most a passing reference. The University is also aware that course offerings and course content should represent broad rather than narrow segments of the general population in order to provide a stronger, more meaningful education by virtue of their diversity. Accordingly, the University reaffirms its commitment to affirmative action by incorporating studies of minority and ethnic groups in its curriculum of study. The University, College, and Departmental Curriculum Committees will be charged to include this function in the implementation of their regular duties. These committees should solicit input from minority associations and minority individuals within the University as well as from groups and individuals throughout the nation in the development of and evaluation of these courses and/or curriculum.

*Except where sex or age is a bona fide occupational qualification.

C. Policy Statement Regarding Hiring of Non-Academic Employees

The appropriate administrative officials with authority and responsibility for hiring Civil Service and other non-academic employees, will be responsible for coordination of the affirmative action efforts within their own constituencies so that they remain consistent with general policy statement.

D. Policy Statement Regarding Recruitment

The appropriate Administrative Office(s) with the authority and the responsibility for admissions will assure that recruitment of minority students continues to be consistent with the general policy statement as it relates to recruitment and admissions of minority students.

Dissemination of the General Policy Statement on Affirmative Action
(This procedure was adapted from Executive Order 11246 as revised)

- A. In keeping with the various guidelines on Affirmative Action, the general policy statement will be disseminated within the University in the following manner:
1. It shall be included in all university publications such as, policy manuals, student/faculty handbooks, newspapers, magazines, and annual reports. It should not, however, be interpreted by the campus news media that every issue of a newspaper must carry the University's policy statement in full. The intent of this clause is to simply ensure that the policy statement is disseminated to the total University community in the most expedient manner. Additionally, all official university stationary and/or letterhead shall appropriately state that the University is an "Equal Opportunity/Affirmative Action Employer."
 2. Special meetings will be conducted with administrative officers, and other supervisory personnel to explain the intent of the general policy statement and to point out the responsibility of the University officials in the implementation of the policy.
 3. When necessary and appropriate, special meetings will be scheduled with university employees to discuss the policy and to explain the individual employee's role and responsibility.
 4. The Secretary of the University, in consultation with the Director of Personnel Services, will meet with union officials to inform them of the University's policy, and request their cooperation.
 5. Non-discrimination clauses will be included in all union agreements and reviews of all contractual provisions will be undertaken by the University Legal Council to ensure they are nondiscriminatory.
 6. Articles covering various Affirmative Action Programs, progress reports, promotions, etc., of minority employees and students will be published as appropriate in regular university publications.
 7. Whenever members of the University community (students, as well as faculty) are featured in various advertising, handbooks, displays, or similar publications, minority students and faculty should be pictured.
- B. In accordance with the various guidelines on Affirmative Action, the general policy statement will be disseminated externally in the following manner:
1. The Equal Opportunity/Affirmative Action Employer clause will be incorporated in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and its implementing regulations.
 2. The University will engage in business with only those subcontractors, vendors, and suppliers who have met all requirements of the Fair Employment Practices Commission. Notification of this University

policy statement will be disseminated through "Regulations Governing Procurement and Bidding at State Systems Universities In Illinois."

3. In matters pertaining to the recruitment of students and faculty, all recruiting sources available to the University will be informed in writing of the University policy on Affirmative Action. All position announcements will carry the Equal Opportunity/Affirmative Action clause.
4. When students or faculty are pictured in various handbooks or other forms of advertisements, minority students and/or faculty must be shown.
5. The existence of the University's Affirmative Action program will be communicated to all prospective minority employees by the department or unit employing their services in order to enable these prospective employees to know of and avail themselves of its benefits.
6. National minority group organizations, community agencies, community leaders, secondary schools and colleges will be notified of the University policy.

To: Executive Committee of the Academic Senate

From: Earl Reitan

Subject: Graduate School By-Laws

The Rules Committee has reviewed the Graduate School By-Laws and finds them in good order, with one exception.

We recommend approval of the By-Laws with deletion of Art. VI, Sect. 4-b-6.

The statement to be deleted concerns the duties of the Research Committee, stating that members of this committee shall serve as members of the Faculty Research Grants Committee.

The Faculty Research Grants Committee is not an instrumentality of the Graduate School, and is not mentioned in the Graduate School By-Laws. Thus, the Graduate School cannot, through its By-Laws, place members of its Research Committee on a committee not subject to its jurisdiction.

The Faculty Research Grants Committee is an administrative advisory group, set up to assist the Vice President of the University in the allocation of research time, among other matters. Membership on this committee is an administrative decision, made under the authority of the Vice President by the Dean of the Graduate School. The only codification of the membership of this committee is found in the ORSG Handbook, p. 23.

Deletion of the above mentioned article will not affect the membership of the Faculty Research Grants Committee, which will continue to be the administrative arm it always has been.

Whether the present constitution of this committee should continue as it has been in the past is an entirely different matter, and it not a factor in this recommendation.

E. A. R.

REVISED BYLAWS OF THE GRADUATE SCHOOL

ARTICLE I. NAME

This organization shall be called the Graduate School of Illinois State University.

ARTICLE II. PURPOSE

(The Graduate School shall contribute to the advancement of knowledge through research and instruction. The Graduate School shall encourage qualified undergraduates to pursue graduate study, shall seek to foster in each graduate student a spirit of inquiry and a quality of scholarship or artistic excellence consistent with the highest traditions in graduate work, and shall prepare graduates who are able to assume the professional and scholarly responsibilities of educated persons in a free society.)

ARTICLE III. THE DIRECTION OF THE GRADUATE SCHOOL

The (formulation of the policy) of the Graduate School shall be the responsibility of the Graduate Faculty (and its representatives) subject to the regulations of the (Academic Senate) and the Board of Regents. (Officers of the Graduate School shall be responsible for leadership and implementation of Graduate School policy.)

ARTICLE IV. MEMBERSHIP OF THE GRADUATE FACULTY

- Section 1. (Full or Associate) Members of the Graduate Faculty at the time of the adoption of these Bylaws shall retain their membership in the Graduate Faculty unless they specifically request that they be excused.
- Section 2. The Graduate Faculty shall include the President of the University, (the Vice President and Provost), the Dean of the Graduate School, (the Director of Libraries), the deans of the colleges and all department (chairpersons) as ex officio members with voting privileges.
- Section 3. Following the adoption of these Bylaws, new members of the Graduate Faculty shall be appointed by the (Vice President and Provost), on recommendation of the Graduate Dean. These new members shall first be nominated (by a majority of the Full Members of the Graduate Faculty of their department), then recommended to the Graduate Dean by a vote of the Graduate Council, acting upon the report of its Membership Committee. (A faculty member who has not been nominated may request through the Graduate Dean that his credentials be submitted to the Membership Committee for consideration.)

Section 4. (A. Full Members)

Nominations and recommendations for (full) membership in the Graduate Faculty shall be based upon (criteria appropriate for each field:)

- (1) Adequate training or education;
- (2) Active participation in research;
- (3) Significant contributions to the (applied and) creative arts in the candidate's field;
- (4) Evidence of superior teaching ability at the graduate level;
- (5) Willingness and ability to supervise (masters' theses) and (doctoral) dissertations;
- (6) Activities which are recognized or commended by professional organizations in the candidate's field.)

(Full Members of the Graduate Faculty shall be entitled to teach graduate courses, to chair and to serve on thesis committees, to vote in the deliberations of the Graduate Faculty, and to serve on the Graduate Council. In departments offering doctoral work, the department will, with the consent of the Graduate Dean, designate those Full Members of the Graduate Faculty who are qualified to direct and to serve on doctoral committees.)

(B. Associate Members)

(Members of the University Faculty who do not qualify for full membership in the Graduate Faculty, but who have demonstrated the potential for full membership are to be designated as "Associate Members of the Graduate Faculty" until they become eligible for full membership. They shall be entitled to teach graduate courses and to serve on thesis committees, but not to chair such committees except with the written permission of the Graduate Dean. Associate Members may be requested on an ad hoc basis to chair or to serve on doctoral committees upon the recommendation of the department concerned and upon the approval of the Graduate Dean. They shall be permitted to vote in the deliberations of the Graduate Faculty but not to serve as members of the Graduate Council. After the acceptance of the revised Bylaws, Associate Membership in the Graduate Faculty, unless formally renewed by the Graduate Council at the recommendation of the Membership Committee, shall be limited to a period of not more than seven years.)

Section 5. (Adjunct Professors and University Faculty Members on Temporary appointments may be designated as "Associate Members of the Graduate Faculty" if they meet the criteria for membership.)

Section 6. (Members of the University Faculty, who are neither Full nor Associate Members of the Graduate Faculty may be requested on an ad hoc basis to teach graduate classes, to serve on thesis or doctoral committees, or to chair such committees upon the recommendation of the department concerned and upon approval of the Graduate Dean.)

ARTICLE (V.) OFFICERS

Officers of the Graduate School shall be the President of the University, (the Vice President and Provost), and the Graduate Dean. Their duties shall be as follows:

Section 1. The President as Chief Administrative Officer shall receive the reports of subordinate officers, shall counsel and advise them, and shall have the powers and responsibilities indicated in the (Governing Policy for the Regency Universities System of Illinois: Bylaws of the Board of Regents, as amended June 15, 1972, Article IV, Section 2).

Section 2. (The Vice President and Provost) shall receive the reports of the Graduate Dean and the various committees of the Graduate School.

Section 3. The Graduate Dean shall have the responsibility for the leadership and the direction of the Graduate School. (The dean shall consult with the Graduate Council, the Executive Committee, and the standing committees concerning Graduate School policies and the administration of the Graduate School. The dean shall see that the Graduate Council, the standing committees, and any ad hoc committee appointed by the Graduate Council carry out their responsibilities in accord with the Bylaws.) (The dean) shall administer regulations and shall preside over the meetings of the Graduate Council and the Graduate Faculty. (The dean shall also be responsible for stimulating, facilitating, and correlating efforts for research throughout the University.)

ARTICLE (VI.) COMMITTEES

Section 1. The Graduate Council

The members of the Graduate Council shall be the representatives of the Graduate Faculty (and the Graduate Students in formulating policy and) in directing the affairs of the Graduate School. This Council shall consist of the (Graduate Dean, the members of the four standing committees of the Graduate Council, and two graduate students chosen as indicated in Article VII, Sec. 4. The standing committees of the Graduate Council are the Membership Committee, the Research Committee, the Curriculum Committee, and the Admissions Committee. Ordinarily, the Council

will meet monthly during the fall and spring semesters. Minutes of the Graduate Council meetings shall be sent to Graduate Faculty members and permanent files shall be kept in the University Library and in the Office of the Secretary of the University.)

- a. The Graduate Dean shall act as chairman of the Graduate Council (with voting privileges. In the absence of the Dean a senior member of the Executive Committee shall serve as chairman.)
- b. Duties of the Graduate Council shall be as follows:
 - 1) To (receive the reports and to approve or reject the recommendations of the standing committees;)
 - 2) To advise these committees in carrying out their duties;
 - 3) To appoint ad hoc committees when they are necessary;
 - 4) To make recommendations to the faculty on policies and procedures;
 - 5) To receive communications on any and all matters relating to the Graduate School;
 - 6) To advise and (to) make recommendations to the Graduate Dean;
 - 7) To review matters which are to be taken to the Graduate Faculty;
 - 8) To cooperate (with the Office of Undergraduate Instruction) or its representatives and to appoint joint committees when they are needed.

Section 2. The Graduate Executive Committee

- a. The Graduate Executive Committee shall consist of the Graduate Dean and the (chairpersons) of the four standing committees of the Graduate Faculty.
- b. Duties of the Graduate Executive Committee shall be as follows:
 - 1) To work with the Graduate Dean in preparing agenda for the Council and faculty meetings;
 - 2) To consult with the Graduate Dean whenever necessary;
 - 3) To take specific actions as directed by the (Dean), Graduate Council or the Faculty;
 - 4) To advise the Dean in selecting the appointed members of the standing committees.

Section 3. (The Membership Committee)

- a. The Membership Committee shall consist of four members chosen as indicated in Section 7.
- b. Duties of the Membership Committee shall be as follows:

- 1) (To establish and to review specific guidelines for nominating Full and Associate Members of the Graduate Faculty. These guidelines shall be in accord with the criteria for membership in the Graduate Faculty, as prescribed in Article IV, Section 4.);
- 2) To receive nominations and (to) make recommendations for (full and associate) membership in the Graduate Faculty;
- 3) (To submit to the Graduate Council on or about April 1, an annual written report concerning the work of the Committee, with recommendations for the coming year.)

Section 4. The Research Committee

- a. The Research Committee shall consist of four members chosen as indicated in Section 7. (It shall recommend to the Graduate Council overall research policies for the Graduate School. The Director of Libraries and the Director of the Office of Research Services and Grants, or their representatives, may serve as advisory members at meetings of the Committee.)
- b. Duties of the Research Committee shall be as follows:
 - 1) To stimulate research among students and faculty;
 - 2) To advise on such matters as the organization of research foundations;
 - 3) To (foster) high standards of research in the Graduate School;
 - 4) To initiate recommendations concerning research facilities and research publications in the University;
 - 5) (To establish policies for getting research grants and contracts in conjunction with the Office of the Graduate School and the Office of Research Services and Grants);
 - ~~6) (To establish policies for the Faculty Research Grants Foundation);~~
 - 7) (To submit to the Graduate Council on or about April 1 an annual written report concerning the work of the Committee, with recommendations for the coming year.)

Section 5. The Curriculum Committee

- a. The Curriculum Committee shall consist of four members chosen as indicated in Section 7.
- b. Duties of the Curriculum Committee shall be as follows:
 - 1) To review, (to) hold hearings, and (to) propose acceptance or rejection of new courses or new degree programs;

- 2) To review periodically the graduate curricula and to make suggestions for their improvement;
- 3) To keep abreast of certification requirements so that various curricula in the Graduate School may be kept current on such matters;
- 4) To (coordinate) its work with that of the University Curriculum Committee with regard to such matters as courses and programs which affect both the undergraduate and graduate (programs);
- 5) (To submit to the Graduate Council on or about April 1 an annual written report concerning the work of the Committee, with recommendations for the coming year.)

Section 6. The Admissions Committee

- a. The Admissions Committee shall consist of four members chosen as indicated in Section 7. The Director of Admissions and Records, or a representative from his office, may serve as an advisory member at meetings of the Committee.
- b. Duties of the Admissions Committee shall be as follows:
 - 1) To review and (to) make recommendations concerning admission procedures with a view toward maintaining adequate standards in the Graduate School and insuring the high quality of students admitted to graduate programs;
 - 2) To study registration procedures and policies as they affect the Graduate School;
 - 3) (To submit to the Graduate Council on or about April 1 an annual written report concerning the work of the Committee, with recommendations for the coming year.)

Section 7. Selection of Standing Committee Members

Selection of the four standing committees of the Graduate Faculty shall be conducted in the following manner:

- a. Each committee shall consist of four members, (three elected by the Graduate Faculty and one appointed by the Graduate Dean.) The Graduate Dean shall serve as the fifth member of each committee with voting privileges. Each committee shall elect a (chairperson) (prior to) the first meeting (of the Graduate Council) following the annual election.
- b. The elected members of each committee shall be chosen in the following manner:

- 1) Two members of the Graduate Faculty shall be nominated for each elective position (by a committee of three Graduate Faculty members chosen by the Graduate Council. Members of the Graduate Council are not eligible to serve on the nominating committee. The nominating committee shall distribute its nominations with vitae two weeks before the meeting of the Graduate Faculty in February. At the meeting any member of the Graduate Faculty will have the right to nominate additional candidates, provided that the nominee has given his consent, provided that the vita of the nominee is presented to the Dean at the time of the nomination, and provided that the signatures of ten members of the Graduate Faculty accompany the nomination. No elected member of the Graduate Council may be renominated until one year has elapsed since the expiration of his term, but any member may be selected as the Dean's appointee. Varied departmental and collegiate representation should be a factor in making nominations for elected positions.)
 - 2) Elections shall take place by ballot (within two weeks of the February faculty meeting.) Elected members shall serve for three years.
 - 3) Terms of office shall begin (on or about April 1.)
 - 4) (To maintain the functions of the standing committees in case of repeated absences within a semester, the Dean, with the advice of the Executive Committee, may appoint a temporary replacement. If an elected member of a standing committee shall resign before the expiration of the member's term or shall be absent from consecutive meetings of the Graduate Council and/or the standing committee for more than one semester, the remainder of the term shall be completed) by that nominee who, in the last election, received the next highest number of votes for the specified committee in which the vacancy has occurred. If the list of eligible nominees should be exhausted, the Executive Committee of the Graduate Council shall choose another member of the Graduate Faculty to fill the vacancy.
- c. (The Graduate Dean, with the advice of the Executive Committee, shall make the appointments after the election so that the selections may help to balance the representation on the Graduate Council. Committee members appointed by the Graduate Dean shall take office on or about April 1 and shall serve for two years.)
- d. No more than (two) members of any one department may sit at one time as (elected or appointed) members of the (Graduate) Council.
- e. No more than one member of any department may be (elected or appointed) to a standing committee.

(ARTICLE VII. THE GRADUATE STUDENT ADVISORY GROUP)

- Section 1. (The purpose of the Graduate Student Advisory Group is to help further the mission of the Graduate School, to provide information and advice on graduate student problems, and to make recommendations for improvements in policies and procedures.)
- Section 2. The members of the Graduate Student Advisory Group shall be the representatives of the graduate students. Under the supervision of the chairperson of the department, the graduate students of each department offering graduate work shall elect a representative from among their number. These representatives shall convey to the Graduate Dean, the Graduate Council, and/or the standing committees the suggestions and reactions of the graduate students about matters of concern to them. They shall meet regularly with the Graduate Dean.
- Section 3. To encourage communication and to assist the Graduate Council and its standing committees in the performance of their prescribed duties, the Graduate Council and the standing committees may seek the advice of the Graduate Student Advisory Group, collectively, in small groups, or individually.
- Section 4. The Graduate Student Advisory Group shall select each fall under the supervision of the Graduate Dean, two full-time graduate students to serve as voting members on the Graduate Council for one-year terms.)

ARTICLE VIII. MEETINGS

- Section 1. The Graduate Faculty shall meet at least twice a year in (February) and (October). A quorum for transacting business shall be the number present at the meeting. Regular meetings shall be announced one month in advance to all members of the Graduate Faculty.
- Section 2. (Special meetings of the Graduate Faculty may be called by the Dean of the Graduate School, and must be called on the request of a majority of the Graduate Council or upon the presentation of a petition by ten per cent (10%) of the Graduate Faculty. The agenda shall be distributed at least one week before the special meeting and shall relate directly to the concern about which the special meeting was called.)
- Section 3. Minutes of the Graduate Faculty meetings shall be sent to all Graduate Faculty members and permanent (files) shall be kept in (the University Library and in the Office of the Secretary of the University.)

ARTICLE IX. PARLIAMENTARY AUTHORITY

In case of disagreement as to procedure (in a meeting of the Graduate Faculty), a Parliamentarian (appointed by the Executive Committee) shall rule and shall base rulings on Roberts Rules of Order, Revised.

ARTICLE X. AMENDMENTS

These Bylaws may be amended (according to the following procedure: (1) the amendment shall be submitted in writing to the Graduate Faculty; (2) the amendment shall be discussed at a Graduate Faculty meeting; and (3) the amendment must be approved at the subsequent regular Graduate Faculty meeting by a two-thirds vote of those present.) Amendments to these Bylaws shall be subject to review by the (Academic Senate).